

Metropolitan Government Department of Public Works

750 South 5th Street ♦ Nashville, TN 37206 ♦ (615) 862-8750 ♦ www.nashville.gov/pw

Mandatory Referral Application: *Easement Abandonment(s)*

*** Before filing this application, please review checklist on the back of this application.
Use this application only if the easements you want to abandon are **not** associated with a proposed street/alley closure. If they are associated with a closure, please use the “Street/Alley Closure” application and check-off the box “easements are to be abandoned” on that application.***

Mandatory Referral Project No. _____
(MPW staff assigns project #)

Date Submitted: _____

Easement Type (check all that apply):

- ☐ Water
☐ Sewer
☐ Drainage
☐ General public utility

Easement Relocation?

- ☐ No need to relocate easement(s)
☐ Yes, need to relocate easement(s) and plans attached showing proposed relocation

Easement Location: (identify all parcels and portions of parcels on which easement is located upon):

Map	Parcel(s)	Subdivision name	Street address or alley #	Street / alley easement is located between?

Reason for Easement Abandonment and/or Relocation:

Applicant: All correspondence by phone, fax, e-mail, or mail will be with the applicant.

☐ Architect ☐ Engineer ☐ Property Owner ☐ Other: _____

Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

business home business mobile

Fax: _____

business home business mobile

E-mail: _____

Applicant's Signature: _____

Filing Fee (All application fees are non-refundable)

Easement Abandonment \$300.00

Amount paid: \$ _____

Accepted by: _____ Date: _____

Mandatory Referral

✓ Checklist

- ☐ **Mandatory Referral Application**
- ☐ **Filing Fee \$300 (All application fees are non-refundable)**
Cash or check. If check, make payable to “Metropolitan Government”. Credit cards not accepted.
- ☐ **Property Map**
Highlight with marker location of property on which easements are to be abandoned and/or relocated.
If a subdivision plat is not required because easements are not improved (as defined below), please provide a plan prepared by a State of Tennessee licensed surveyor or engineer identifying the location of the unimproved easements(s) to be abandoned at 1:100 scale.
- ☐ **Subdivision Plat**
If you’re requesting abandonment of easements and utilities exist within the right-of-way, a plat must be submitted with this application identifying the location of all existing utilities and their future relocation or disposition. If easement is **improved**, you cannot abandon it by the plat. This mandatory referral application must be filled out and submitted with the plat. If easements **are not improved**, easements can be abandoned by plat and a separate mandatory referral application is not necessary. Drainage easements are considered improved, even if it is a drainage swale, and a separate mandatory referral application and filing fee must be submitted in conjunction with the plat. Council approval is required of improved easements to be abandoned and/or relocated.